

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp  
**RECEIVED**  
**SECRETARY OF THE SENATE**  
**PUBLIC RECORDS**  
**2018 JUL 17 PM 4:43**

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Knystal Edens  
Employing Office/Committee: Senator Lisa Murkowski  
Travel Expenses Paid by (List all sources): UN Foundation  
Travel Date(s): Thursday, April 19 - Friday, April 20, 2018  
Description/Title of Attached Forms: Private Sponsor Travel  
Certification Form  
Purpose of Amendment (describe the reason for amending original submission): Kelly asked for resubmission

7/17/18  
(Date)

Kelly  
(Signature of Traveler)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
  2. Description of the trip: UN Foundation Congressional Staff Learning Trip to the United Nations
  3. Dates of travel: Thursday, April 19, 2018 - Friday, April 20, 2018
  4. Place of travel: New York, NY
  5. Name and title of Senate invitees: Please see attached.
  6. I *certify* that the trip fits one of the following categories:
    - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
    - OR –
    - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
    - AND –
    - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:
    - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
    - AND –
    - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

NA

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

UNF is the sole sponsor of this trip, organizing and conducting all aspects of the program and logistics.

UNF handles all outreach to congressional offices and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

UNF works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for congressional staff to visit the UN and take part in meetings with U.S. and UN officials on creating and maintaining safe environments for girls worldwide.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF regularly sponsors a mix of domestic and international congressional trips focused on UN issues.

Between 2011 and 2017, for example, UNF organized staff/Member trips to Atlanta, New York, Tanzania, Cameroon, Liberia, Rwanda, Honduras, Haiti, South Sudan, DR Congo, and the Central African Republic.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$500.00	\$250.00	\$111.00	\$20.00  Guided tour and Lecture Briefing

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged WITH regards to congressional participation.

18. Reason for selecting the location of the event or trip

This trip will bring participants to the UN Headquarters and the U.S. Mission to the UN, both of which are located in New York, NY.

19. Name and location of hotel or other lodging facility:

Westin Grand Central

212 E 42nd St, New York, NY 10017

20. Reason(s) for selecting hotel or other lodging facility:

This hotel was chosen because of favorable cost and location. All attendees will be staying at this hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses will be below GSA per diem (\$253.00). Food expenses will be at the GSA per-diem (\$74.00)

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

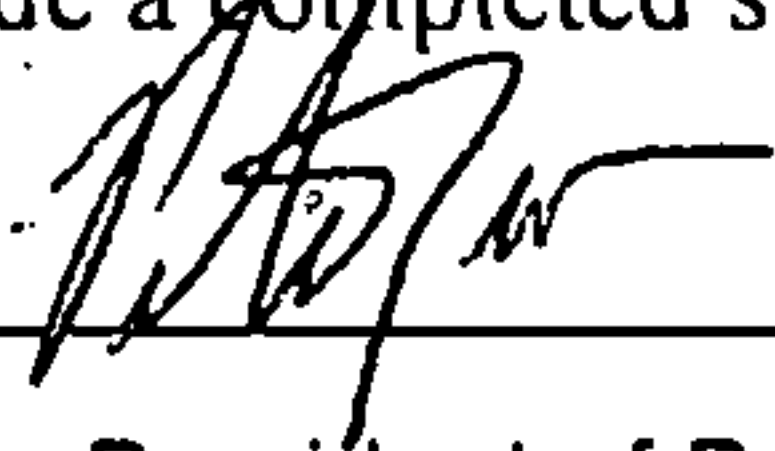
Transportation for the trip will be Amtrak Acela and shuttles to/from NY Pennsylvania Station.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Senior Vice President of Public Policy and Advocacy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave, NW, Suite 300, Washington, DC 20006

Telephone Number: 202-887-9040 (ask for Troy Wolfe)

Fax Number: 202-887-9021

E-mail Address: twolfe@unausa.org



# UNITED NATIONS FOUNDATION

**AGENDA FOR:  
United Nations Foundation's  
Congressional Staff Learning Trip to UN Headquarters  
April 19 – April 20, 2018**

## **Thursday, April 19**

- 2:50 PM**                      **Depart Washington, DC via Amtrak Acela #2170 (5:46 PM arrival)**  
*Location: Union Station*
- 6:45 PM**                      **Meet in hotel lobby for departure to dinner**  
*Location: Westin Grand Central Hotel, 12 E. 42nd Street, New York, New York*
- 6:45PM – 7:00PM**            **Transfer to Amali**
- 7:00 PM – 9:00 PM**        **Working Dinner with Ms. Jayathma Wickramanayake, UN Secretary-General's Envoy on Youth**  
*Location: Amali, 115 E 60<sup>th</sup> Street, New York, New York*
- Briefing Focus: To discuss the role, work, and ambitions of the UN Secretary-General's Envoy on Youth at addressing global challenges that disproportionately affect girls.*

## **Friday, April 20**

- 7:45 AM – 8:00 AM**        **Hotel check-out. Please leave your luggage with the porter and meet in the lobby for departure to the U.S. Mission to the United Nations**  
*Location: Westin Grand Central Hotel, 212 E. 42nd Street, New York, New York*
- 8:15 AM – 9:15 AM**        **Working Breakfast and Briefing by the U.S. Mission to the United Nations**  
*Location: U.S. Mission to the UN, 799 United Nations Plaza, New York, New York*
- Briefing Focus: To provide an overview of U.S. - UN relations and strategic priorities on issues that impact women and girls.*
- 9:15 AM – 9:45 AM**        **Transfer to United Nations HQ**
- 9:45 AM – 10:30 AM**      **Briefing by Ms. Simone Monasebian, Representative and Chief of Office, UNODC**  
*Location: United Nations HQ, S-2723*
- Briefing Focus: To discuss the importance of creating safe environments for girls to decrease and combat human trafficking.*
- 10:30 AM – 11:40 AM**    **United Nations Guided Tour Lecture and Briefing**  
*Location: United Nations HQ*
- Briefing Focus: UN expert-led tour with in-depth briefing on the history of the UN.*
- 11:40 AM – 12:20 PM**    **Briefing by Phumzile Mlambo-Ngcuka, Executive Director, UN Women**  
*Location: United Nations HQ, S-2723*
- Briefing Focus: To discuss UN Women's work, successes and lessons learned on creating safe environments for girls and women and combating gender-based violence.*

# UNITED NATIONS FOUNDATION

**12:20 PM – 1:00 PM      Briefing by Ms. Ninette Kelley, Director NY Office, UNHCR**  
*Location: United Nations HQ, S-2723*

*Briefing Focus: To explore the importance and impact of UNHCR's work in refugee camps in support of girls' education.*

**1:00 PM – 2:00 PM**      **Working Lunch with Ms. Nahla Valji, UN Senior Advisor for Gender Equality**  
*Location: United Nations HQ – Private Dining Rooms 1-3*

**Briefing Focus:** To discuss the work of the UN in advancing gender-parity and advocating safe environments for girls and women across agencies, programs and field offices.

**2:00 PM – 2:30 PM      Transfer to New York Penn Station**

**3:00 PM**      **Depart NYC via Amtrak Acela #2163 (5:55 PM arrival)**  
*Location: New York Penn Station*

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